Language Interpreting and Translation Services
(Including Sign Language) Re-Opening
Request for Proposal (RFP) # 23073a
Date of Issue: March 6, 2015
Question Cut-off: March 18, 2015 at 10:00 a.m. (our clock)
RFP Close Date: April 3, 2015 at 2:00 p.m. (our clock)
Proposal to be returned PRIOR to time and date above.

RETURN TO:
Kendall Cisneros
Jefferson County School District R-1
Education Center, Purchasing Dept.
1829 Denver West Drive, Bldg #27, 3rd floor
Golden, Colorado  80401-0001
(303) 982-6415

RESPONDENT’S CERTIFICATION
The undersigned, having carefully examined all of the documents pertaining to the subject project, including the project specifications, agreement, and Terms & Conditions, hereby proposes to furnish all required labor, materials equipment, tools and insurance to complete the work described in their proposal document in strict accordance with the project documents for the price set forth herein.

This Respondent’s certification must be signed and returned with Respondent’s proposal.

Company Name _____________________________________
Address  _______________________________________________________
City ________________________ State _____ Zip___________
Telephone No. ______________________________
Fax No. _____________________________
Contact Name ____________________________, Title __________________________
By __________________________________________
(Authorized Signature)
Email ______________________________________
OVERVIEW OF THE DISTRICT

Jefferson County School District No. R-1 the largest school district in Colorado serves a geographic area of approximately 800 square miles and has a current enrollment of over 86,000 students. The staff consists of over 16,000 full and part time professional and support personnel located in over 155 schools and office facilities.

PURPOSE

The District is seeking proposals to establish multiple agreements with firms who can provide translation and/or interpretation services to meet the District needs. Respondents must have the ability to provide confidential translation and/or interpretation including sign language services under a wide variety of circumstances. Respondent may provide a proposal for one or more of the translation and/or interpretation services.

The District has provided translation and interpretation services for over 120 different languages including Spanish, Vietnamese, Korean, Arabic, Chinese, Mandarin, Cantonese, Polish and Sign Language. The District averages 275 requests for translation/interpreting services per year.

This Request for Proposal (RFP) is a re-opening of original RFP 23073 closed on March 2, 2012, to add more services providers to the existing six (6) vendors on award. Please review attachment of original RFP No. 23073 for further history and background information.

SCOPE OF WORK

Interpretation

- Respondent must be able to provide interpreters who can orally interpret for a wide variety of language requests—must provide written translation and oral-interpretation that is not just words but must also convey meaning.
- Orally interpret for meetings – meeting can vary in type, i.e. Special Education, Parent/Teacher conferences. Meeting participants may include but not be limited to parents, teachers, students, District staff or other public agencies.
- Respondent shall be available to orally interpret for phone calls.
- All information orally interpreted must be interpreted with integrity and will not be edited or deleted that may erroneously change the meaning of the client’s statements.
- All conversations and/or interpretation between the interpreter, the customer, and the client will remain confidential and will not be shared.
- Respondent shall be available to the District for emergency situations.
- Respondent will only invoice for the time the interpreter service is provided. Time required establishing the language service needed and/or connection time will not be chargeable.
- Peak times for Interpreter (Verbal) Services the remainder of the 2014-15 and 2015-2016 School Year are as follows:
  - Graduations- Month of May 2015
  - Registration- July and August 2015
  - Back to School Nights, Curriculum Nights-August and September 2015
  - Parent Teacher Conferences
    - Fall- October 5, 2015- November 20, 2015
    - Spring- February 2-11, 2016
Back to School Nights- July and August 2016

Ability to provide the requested services during peak times is preferred.

**Sign Language Interpreting**
- Sign Interpreter must facilitate communication in the language most readily understood (i.e. American Sign Language, manually coded English, contact variety, signed Exact English, cued speech, or oral) for student(s), parents and staff.
- Sign Interpreter must provide interpreting services as stipulated in the students’ Individualized Education Plan (IEP).
- Sign Interpreter must facilitate communication between special educators, general educators, and others to successfully integrate deaf and hard-of-hearing students in the regular classroom.
- Sign Interpreter shall analyze communication and the interpreting process to produce a linguistically appropriate representation of classroom communication for each student’s ability and goals.
- Sign Interpreter could be requested to provide services for after school activities, meetings, parent-teacher conferences, etc.
- Interpreter must be CDE Educational Interpreter, authorized to work with students.
- MINIMUM EDUCATION AND TRAINING: Post-secondary course work from a recognized business, vocational or community college equivalent to three (3) years of college and/or an Associated Degree/advanced specialized knowledge/skills related to this position. Completion of either an interpreter training or preparation program is preferable.
- MINIMUM EXPERIENCE: Not less than two years experience working with and interpreting for deaf/hard of hearing students.

**Written Translation**
- Newsletters
- Documents
- Forms
- Day-to-day written communications (memos, etc.)
- Completed translation will be returned in MS Word format within 72 hours after assignment, or later if specified at the time of assignment.
- Translator will accurately translate the client’s statements and relay the message in its entirety with the meaning preserved throughout the text. If translator needs clarification of content in order to translate with integrity, translator will contact requestor for clarification. Information will not be edited or deleted that may erroneously change the meaning of the client’s statements.

**Areas of Expertise Needed**
- Educational
- Health
- Legal

**Professional Development**
- Provide continuing quality assurance training (i.e., confidentiality, professionalism and ethics) for employees and, for District staff, if requested.
- If requested, attend District sponsored training on school related topics.
- Provide assistance with and ask questions about various culturally appropriate items related to the requests (i.e., dialects, cultural and political implications for interpreters and school staff)
Billing
  o The District requires specific information be provided on invoice, see exhibit B.

Administration
  o Respondent shall provide customer support, technical support, and dispute resolution.
  o Respondent shall provide 72 hours written cancellation notice to the District of accepted service engagements. Failure to do so may result in assessment of fees to respondent, up to or equal to the amounts of engagement canceled.

Business Hours
  o Normal business hours for this contract will be 7:30 a.m. to 4:30 p.m.
  o After hours for this contract 4:31 p.m. to 7:29 a.m.

The District will not be obligated to purchase any quantity of interpreting or translation services.
The district reserves rights and ownership to any patentable or copyrightable material or article that may result from the work described herein, all rights accruing from such material or article shall be the sole property of the District.

PROJECT SCHEDULE:

The following is the schedule of events for the RFP submittal and selection process. The District reserves the right to change the schedule.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question cut-off</td>
<td>No later than March 18, 2015 at 10:00 a.m.</td>
</tr>
<tr>
<td><strong>Addendum issued</strong> containing responses to questions. An addendum containing all questions and responses will posted on <a href="http://www.govbids.com/scripts/co1/public/home1.asp">http://www.govbids.com/scripts/co1/public/home1.asp</a></td>
<td>March 19, 2015 close of business</td>
</tr>
<tr>
<td>Proposals due</td>
<td>April 3, 2015 at 2:00 p.m. (our clock)</td>
</tr>
<tr>
<td>Stage One evaluation complete</td>
<td>April 15, 2015</td>
</tr>
<tr>
<td>Reference checks and if needed On-Site Interviews</td>
<td>Week of April 20, 2015</td>
</tr>
<tr>
<td>Stage Two evaluation complete</td>
<td>May 1, 2015</td>
</tr>
<tr>
<td>Contract negotiations</td>
<td>May 2015</td>
</tr>
</tbody>
</table>

GENERAL CONDITIONS:

1. The Respondent(s) shall be in agreement with all provisions of the RFP. Upon award a copy of the Agreement will be sent for awarded Respondent(s) signature. *Any request for deviations, exceptions to the technical requirements, data requirements, and/or terms and conditions of this RFP must be explained in detail on Respondent’s letterhead and included in the proposal response.*
2. Proposals may be held by the District for a period not to exceed sixty (60) days from the date of the closing of the RFP process for the purpose of reviewing the proposals and investigating the qualifications of Respondent prior to awarding the contract.

3. Proposal responses must include all of the information requested. Proposals may be rejected by the District if the respondent(s) fail to provide all information necessary for a complete understanding of the proposal or fails to answer all questions adequately.

4. **Proposals shall be straightforward and concise and shall demonstrate the Respondent’s ability to satisfy the requirements of the RFP.** Unclear or ambiguous statements such as “all reasonable efforts to provide” must be avoided. **Failure to address any of the requirements may be subject to rejection.** Inability to meet any specified requirements must be stated and thoroughly explained.

5. The District reserves the right to waive any technical or formal errors or omissions, and to accept or reject in part or in whole any or all proposals submitted.

6. Any award made will be to the Respondent(s) whose technically acceptable offer and qualifications will be the most advantageous to the District considering the evaluation criteria listed.

7. It is the intent of the District to award multiple agreements; however, the District reserves the right to make one award from this proposal if it is deemed to be in the District’s best interest. The District also reserves the right to award some, all or none of the specified units.

8. Any written statement made as part of the proposal, including the RFP may become part of the final contract. Any addenda to the respondent's original proposal, such as letters, facsimile, and any other written clarifications and commitments may also become part of the final contract.

9. Any addenda issued for this RFP will be posted to the Rocky Mountain Online Bid System [http://www.govbids.com/scripts/co1/public/home1.asp](http://www.govbids.com/scripts/co1/public/home1.asp). It is the responsibility of the Respondent to verify if any addenda are issued and submit per addenda instructions.

10. The respondent(s) guarantees prices for the product will not increase during the initial term of the agreement. If prices decrease or special pricing occurs during the term of this contract, the successful respondent must notify the District of the lower prices.

11. The District reserves the right to cancel at any time any awards occurring as a result of this proposal, that fails to meet District’s standards, or specifications, quality of product or performance that is unacceptable, shall be considered non-performance and may result in cancellation of the awarded contract.

12. The District reserves the right to renew and extend the executed agreement(s) pertaining to all prices, terms, conditions, and specifications upon mutual agreement between the District and selected supplier(s) for an additional one (1) year period.

All information shall be submitted at the dates and times indicated herein to:

Kendall Cisneros  
Jefferson County Public School District No. R-1  
1829 Denver West Drive, Building #27  
Golden, CO 80401-0001  
kecisner@jeffco.k12.co.us
Language Interpreting and Translation Services  
(Including Sign Language) Re-Opening  
REQUEST FOR PROPOSAL NO. 23073a

All contacts/questions regarding this RFP must be done in writing via email to Kendall Cisneros at kecisner@jeffco.k12.co.us.

This restriction does not apply to:

- District initiated communications by evaluation committee only to satisfy clarification questions as part of the stage one evaluation process
- Scheduled product demonstrations and Respondent interviews during the second stage evaluation

In the event that a firm has contact with any official, employee or representative of the District in any manner contrary to the above requirements, said firm may be disqualified from further consideration.

SPECIAL CONDITIONS:

1. Each respondent shall submit all information requested, in the order specified in the Proposals Submissions section. Failure to do so may result in the proposal being rejected. Proposals shall be straightforward and concise and shall demonstrate the proposer’s ability to satisfy the requirements of the RFP.

2. This process is a Request for Proposal as such, only the names of the respondents shall be read at the closing. The District reserves the right to negotiate any or all components of each proposal submitted. The District reserves the right to negotiate with one or more respondents in order to come to an acceptable contract agreement. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a working document and as such will be kept confidential. The negotiation discussions will be confidential as well, until such time as a signed contract is executed.

3. Proposals submitted in response to this RFP shall become the property of District and be considered public documents under applicable Colorado state law. DO NOT SUBMIT proposals marked “confidential.” Financial records marked as “Confidential” shall be returned to the Respondent upon completion of the process.

4. The effective period of the contract resulting from this RFP shall be May 2015 through March 31, 2016.

PROPOSAL SUBMISSION REQUIREMENTS:

Respondents shall submit one (1) paper copy marked as original and two (2) electronic copies on CD-ROM or flash drives and two (2) paper copies of their proposal response. The proposal shall be submitted securely in a binder with the firm’s name, proposal name and number on the cover. All items must be submitted in a sealed envelope/container clearly marked with the proposal number and name.

All addendums and cover page (Respondent’s certification) must be submitted and in their original format and signed by a duly authorized representative of your company.

The Respondent’s proposal must provide the following information, clearly labeled, and in the order as listed in the Requirements sections. Failure to do so may result in the proposal being rejected.

COMPANY INFORMATION
1. Provide a minimum of four (4) client references, where similar work was performed. Include a contact name, job title, contact phone number, and email for all references.

2. Provide information on any litigation, judgments, or liens pending or that have been filed against your company within the past 24 months.

3. Provide information of any company requirements of continuing education.

4. Provide an outline of how your company screens employee’s interpreting and translation skills, education, licenses, and certifications.

5. Provide an outline of your company’s ability to invoice the District as shown in exhibit B.

6. Provide a listing of all languages and the services i.e. interpreting, sign language and/or translation for those languages that can be supply for by your company.

7. Provide a listing of any educational training opportunities you can provide to District staff and any associated costs.

8. Provide an overview of your company’s ethics training and provide policies surrounded professional code of conduct.

SERVICES

1. Provide a narrative that demonstrates Respondent’s experience, understanding, and approach to this agreement.

2. Provide a list of current workload and available resources.

3. Describe all reports that Respondent will provide with its services.

4. Describe your customer support, technical support, and dispute resolution. Describe guaranteed service levels for complaint response and resolution.

COST

1. Include hourly rate. If hourly rates vary for different interpreting categories Respondent must submit all applicable rates for face-to-face meetings, phone calls, and email communication with staff.

2. Flat rate for mileage

3. Hourly rate for emergencies

4. Include any other costs not identified in cost sheet. Provide an explanation of any additional cost.

5. Completed cost sheet – Exhibit B.

EVALUATION CRITERIA

The information listed below is in a random order. Proposals will be evaluated based on the following criteria:

Stage One

Respondent proposals will be subjected to a two-stage evaluation and selection process. The first stage will begin with a review of the response to the proposal.

1. Proposals not meeting mandatory requirements or found to be incomplete will not be considered. The District may disqualify any Respondent for any reason without explanation.

2. The District may choose to ask clarification questions in writing and include the additional information gathered in this process.

Evaluation and rating of the responses will be based on:
Language Interpreting and Translation Services  
(Including Sign Language) Re-Opening  
REQUEST FOR PROPOSAL NO. 23073a

- Respondent’s narrative and understanding of the RFP requirement
- Respondent’s capabilities to complete translation/Interpreting services
- Overall cost

Proposals that pass the initial screening will be evaluated and scored by an evaluation committee comprised of individuals from the District. A short list of proposals will move into the second stage of the evaluation.

Stage Two

If required, stage two evaluations will consist of on-site or telephone interviews to discuss Respondent qualifications and experience. In addition, references of the top Respondents will be checked during stage two of the evaluation process.

TERMS AND CONDITIONS

SUBMISSION: All bids/proposals must be sealed at submission. Late bids will not be accepted. No oral, telephonic, telegraphic, email or facsimile responses will be considered. A duly authorized official must sign this bid. Signature indicates agreement to comply with all terms, conditions, requirements and instructions of this bid as stated or implied herein. Signature indicates agreement to furnish the proposed materials, supplies, products, equipment and/or services in strict accordance with the conditions, requirements, and specifications herein. Should anything be omitted which is necessary to clearly understand or should it appear that various instructions are in conflict, the Respondent shall secure instructions at least 72 hours prior to the closing date and time.

AWARD: No award shall be made to any person, firm or corporation that is in arrears upon any obligations to the District, or that otherwise may be deemed irresponsible or unreliable by the Director of Purchasing or designee. The Director of Purchasing or designee reserves the right to waive any technical or formal errors or omissions and reject any and all bids or to make an award, either in whole or in part, by item, category, or total, whichever is deemed to be most advantageous to and in the best interest of the District. In compliance with the provisions of Colorado Revised Statutes, Sections 8-17-101 and 102, 8-18-101, and 8-19-101 and 102, preference shall be given to Colorado labor and to resident Respondents against nonresident Respondents to the extent required by those sections. It is understood and agreed that the District reserves the right to modify conditions, specifications, and prices by mutual agreement with the selected Respondent.

MODIFICATION: Any alteration, erasure or interlineation by the Respondent in this bid may constitute cause for rejection by the Director of Purchasing or designee. Exceptions or deviations should not be added to the individual pages, but should be submitted on Respondent’s letterhead.

COMPLETION: Respondent shall complete all of the information requested for each item. Failure to do so shall constitute sufficient cause to reject any or all items offered if deemed to be in the best interest of the District. The District requests that this bid be completed using either black ink or black type.

ACCURACY: Accuracy of the quotation is the responsibility of the Respondent. Quotations may not be changed after the bid opening time and date. No dollar amount change will be allowed, only clarification as to the unit represented. The Director of Purchasing or designee must do this in writing 24 hours after notification.

PRICING: The unit price for each item shall be for the unit of measurement specified. All trade discounts and terms of payment must be reflected within the unit price. All prices must be quoted at a firm price, F.O.B.
Language Interpreting and Translation Services  
(Including Sign Language) Re-Opening  
REQUEST FOR PROPOSAL NO. 23073a

Destination. Prices shall remain firm for the term of the contract. If prices decrease during the term of this contract, the successful Respondent must notify the District of the lower prices so that all subsequent orders will reflect accurate pricing.

PAYMENT: The District payment terms are Net 30 days, unless otherwise negotiated. Payment shall be processed upon receipt by the District of an itemized invoice. Each purchase order shall be invoiced separately. All invoices shall be submitted to Jefferson County Public School District, Attn: Accounts Payable, 1829 Denver West Dr. Bldg #27, Golden Colorado 80401.

QUALITY: All goods furnished must strictly conform to the bid and must be of the quality specified. No deviation or substitution is permitted without the prior written consent of the Director of Purchasing or designee. In the event no quality is specified, the goods must be at least equal to the standards of the industry. The Director of Purchasing or designee shall have the right at all times during the performance of this Agreement to conduct such tests and inspections as is deemed necessary to assure Respondent’s compliance with this Agreement. The District will be supplied, as needed, data, drawings, specifications, test results, quality documentation, schedules, and other documents and information.

QUANTITIES: The District neither states nor implies that actual purchases will equal the estimate. It is the intent of this bid that the District be supplied with more or less of the materials according to actual needs. Do not bid groups of items together as “all or none.” Advise any minimum order quantities that apply.

SPECIFICATIONS: Manufacturer/brand name and numbers that reflect the level of quality expected may be given in lieu of specifications. In the event the District includes manufacturer/brand name and numbers as a part of the description of any item, the Respondent may submit quotations on that or a proposed equal product provided they are equivalent and substantiated to be so by submitted specifications and/or samples. When the description includes the wording “no substitute” in addition to the manufacturer/brand name and number, quotations will be accepted only on the item specified. The District reserves the right to make sole judgment as to acceptability of proposed equal products without qualification or explanation.

TABULATION: Copies of bid tabulation sheets will be available to Respondents upon request at the rate of twenty-five cents per page (one-sided) payable in advance. Respondents may record information at the time of public opening.

SAMPLES: Samples of items, when requested/required, must be furnished free of expense and if not destroyed, will be returned upon request at the Respondents’ expense.

NON-COLLUSION: By submission of the bid, the Respondent certifies that the bid has been arrived at independently and submitted without collusion with any other Respondent and that the contents of the bid have not been communicated, nor to the best of its knowledge and belief, by any one of its employees or agents, to any person not an employee or agent of the Respondent or its surety on any bond furnished herewith, and will not be communicated to any person prior to the official opening of the bid.

GRATUITIES: Respondents are expressly advised that gratuities are not allowed. District employees may not accept any gift, service, honorarium, stipend or fee, or use their position for private advantage or personal, financial or material gain. The District will investigate reported violations. Respondents, whom the Director of Purchasing or designee finds to have violated these provisions, may be barred from doing business with the District; employees may be disciplined according to District Policy.

CANCELLATION: The District reserves the right to cancel without penalty, at any time, any awards occurring as a result of this bid. Time is of the essence. When a date is set for the delivery of merchandise or the performance of work, the merchandise must be delivered, or work performed, in accordance with the bid
Language Interpreting and Translation Services  
(Including Sign Language) Re-Opening  
REQUEST FOR PROPOSAL NO. 23073a  

specifications or description on or before that date, or the order to the delinquent Respondent may be canceled and re-awarded. In such case, the District will have the right to buy merchandise or services at market price for immediate delivery. Any excess in cost shall be paid by the delinquent Respondent or deducted from any money due the delinquent Respondent.

TERMINATION: The District, by written notice, may terminate this contract, in whole or in part, when it is in the District’s interest. If this contract is terminated, the District shall be liable only for payment of this contract for services rendered or goods provided before the effective date of termination.

COMPLIANCE: The Respondent agrees to comply with all applicable federal, state, and local laws, regulations, administrative rulings, and codes and secure all necessary licenses and permits in connection with this bid and any services to be provided hereunder.

GOVERNING LAW: Venue for any and all legal action regarding or arising out of transactions covered herein shall be solely in the District Court in and for Jefferson County, State of Colorado. The transaction shall be governed by the laws of the State of Colorado.

TAX: The District is a political subdivision of the State of Colorado and as such is generally exempt and not liable for any sales, use, excise, property, or other taxes imposed by any federal, state or local government tax authority. The District is also not liable for any franchise taxes or taxes related to the income of a contractor. No taxes of any kind shall be charged to the District. Quotations shall not include the cost of any such taxes, including those on any materials, supplies or equipment used or installed in the work. The Respondent is hereby notified that when materials are purchased for the benefit of the District, some political subdivisions require the Respondent to pay sales or use taxes even though the ultimate product or service is provided to the District. These sales or use taxes will not be reimbursed by the District, nor will any prices be adjusted on account of such taxes. The Respondent shall file an “Application for Exemption Certificate” with the Colorado Department of Revenue and submit copies of such certificate to the District upon award of the contract and prior to commencement of any work.

HOLD HARMLESS: The Respondent agrees to protect, defend and hold the District harmless from and against any claim or demand for payment or other claim based upon or related to the use of any patented material, process, article or device that may enter into the manufacture, construction or form a part of any work covered or materials and equipment furnished under this bid.

INDEMNIFICATION: The Respondent agrees to indemnify and hold the District harmless from claims, suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties, caused in whole or in part by or from the acts of the Respondent, its servants or agents. To this extent, the Respondent agrees to furnish adequate Public Liability and Property Damage Insurance, the amount of which will be determined by the District whenever such insurance, in the opinion of the District, is deemed necessary.

APPROPRIATIONS & APPROVAL: Any and all obligations of the District under this Agreement may be subject to annual approval and/or budgeting and appropriation by the District.

EQUAL OPPORTUNITY: In connection with the performance of any work under the bid, the Respondent shall agree not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, creed, color, national origin, ancestry, age, sex, or disability, and further agrees to insert the foregoing provisions in all subcontracts hereunder.

INSURANCE: The Respondent will be required to indemnify and hold the District harmless from suits or actions of any kind, including workers’ compensation claims, brought against it for or on account of any
damages or injuries received or sustained by any parties, by or from the acts of the Respondent or his agents.
The Respondent will furnish copies of insurance certificates with the District included as additional insured on
policies for comprehensive general liability with limits of not less than $2,000,000 ($2,000,000 aggregate must
be maintained), combined single limit bodily injury and property damage and auto liability combined single
limit $2,000,000, $2,000,000 aggregate must be maintained. The District must be notified by certified mail at
least thirty (30) days prior to cancellation of any insurance policy. The Respondent will furnish copies of
insurance certificates for statutory workers’ compensation and employers’ liability with limits of not less than
$1,000,000.

ILLEGAL ALIENS: Pursuant to Colo. Rev. Stat. § 8-17.5-101 et. seq., the District cannot enter into or renew a
public contract for services with a vendor/contractor who knowingly employs or contracts with an illegal alien
to perform work under the contract or who knowingly contracts with a subcontractor who knowingly employs
or contracts with an illegal alien to perform work under the contract.

In accordance with the mandatory provisions of Colo. Rev. Stat. § 8-17.5-101 et. seq., Vendor/Contractor
certifies that it has not knowingly employed or contracted with an illegal alien to perform work under this
Agreement, and that the Vendor/Contractor will participate in the E-Verify Program or the Department
Program [as defined in Colo. Rev. Stat. § 8-17.5-101(3.3)] in order to confirm the employment eligibility of all
employees who are newly hired to perform work under this Agreement. Vendor/Contractor further certifies that
it will not enter into a contract with a subcontractor who fails to certify to Vendor/Contractor that the
subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this
Agreement.

Vendor/Contractor has confirmed the employment eligibility of all employees who are newly hired to perform
work under this Agreement through participation in either the E-Verify Program or the Department Program.
Vendor/Contractor shall not use the E-Verify Program or the Department Program to undertake pre-
employment screening of job applicants while the Agreement is being performed.

If Vendor/Contractor obtains actual knowledge that a subcontractor performing work under this Agreement
knowingly employs or contracts with an illegal alien, Vendor/Contractor shall:

a. Notify the subcontractor and the District within three days that Contractor has actual knowledge that
the subcontractor is employing or contracting with an illegal alien; and

b. Terminate the subcontract if within three days of receiving actual notice the subcontractor does not stop
employing or contracting with the illegal alien, except that Vendor/Contractor shall not terminate the
subcontractor if during such three days the subcontractor provides information to establish that the
subcontractor has not knowingly employed or contracted with an illegal alien.

Vendor/Contractor shall comply with any reasonable request by the Department of Labor and Employment
(hereinafter referred to as the “Department”) made in the course of an investigation that the Department is
undertaking pursuant to C.R.S. § 8-17.5-102(5).

If Vendor/Contractor violates the provisions of this paragraph, the District may terminate the contract for
breach and Vendor/Contractor shall be liable for actual and consequential damages.

If Vendor/Contractor is a natural person eighteen years of age or older, Vendor/Contractor hereby swears or
affirms under penalty of perjury that the Vendor/Contractor (i) is a citizen of the United states or otherwise
lawfully present in the United States pursuant to federal law, (ii) shall comply with the provisions of CRS 24-
76.5-101 et seq, and (iii) shall produce one of the forms of identification required by CRS 24-76.5-103 prior to
the effective date of this Agreement.
CRIMINAL RECORD VERIFICATION: Successful Respondent will be required to complete Criminal record check on any person providing services under the contract, employees, subcontractors or other agents of Vendor who work on district property for this contract. Employees, subcontractors or other agents of Vendor who have been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for a felony, or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, will not be allowed to work on District property for this contract. The Respondent must complete the district’s Criminal Records Check Certification. Each individual Respondent will be responsible to adhere to any Federal, State, and Local privacy and confidentiality requirements.

THIRD PARTY INTELLECTUAL PROPERTY: The project may require the Respondent to utilize intellectual property owned by third parties. The Respondent acknowledges that it is wholly responsible for complying with all intellectual property law, including copyright, trademark, and patent law, and that it has or will secure all necessary permissions to use third parties’ intellectual property in carrying out this Project. The Respondent agrees to indemnify and defend the District from all liability arising out of or related to the Respondent’s use as part of this project of any intellectual property in which a third party asserts an interest.

The District has received federal grant funding for all or part of this purchase under a federal grant. The grant agreement requires that certain federal grant provisions be made a part of any subsequent agreement issued by the District related to the performance or deliverables under the grant agreement.


Rights to Inventions Made Under a Contract or Agreement - Contracts or agreements for the performance of experimental, developmental, or research work must provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR Part 401--Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Grants, Contracts and Cooperative Agreements, and any implementing regulations issued by the awarding agency.

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. The disclosures are forwarded from tier to tier up to the recipient.

Debarment and Suspension (E.O. 12549 and E.O. 12689) - No contract may be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O 12549 and E.O. 12689--Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold must provide the required certification regarding its exclusion status and that of its principal employees.

Access to Records – All negotiated contracts (except those for less than the small purchase threshold) awarded by recipients must include a provision to the effect that the recipient, ED, the Comptroller General of the
Language Interpreting and Translation Services  
( Including Sign Language) Re-Opening  
REQUEST FOR PROPOSAL NO. 23073a

United States, or any of their duly authorized representatives, must have access to any books, documents, papers and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions.

Retention of Records – All required records shall be retained for three years after grantees or subgrantees make final payments and all other pending matters are closed.

Termination – The Contracting Officer, by written notice, may terminate this contract, in whole or in part, when it is in the Government’s interest. If this contract is terminated, the Government shall be liable only for payment of this contract for services rendered or goods provided before the effective date of termination.
SAMPLE CONTRACT

THIS AGREEMENT (“Agreement”) is entered into and made effective this ___ day of June, 2012 (“Effective Date”) by and between Jefferson County Schools Public (“District”) and ______________ (“Vendor”) with offices located at, ____________.

RECURITALS

WHEREAS, the District seeks to purchase awarded items/services on Request for Proposal (RFP) No. xxxxx issued by the District.

WHEREAS, the District issued RFP No. xxxxx and awarded the Bid as specified in the Bid document.

WHEREAS, the District and the Vendor desire to enter into an agreement in accordance with the terms and conditions contained herein, along with Exhibit A.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

The Contract Documents shall be this Agreement, the RFP No. xxxxxxxxx, together with the District’s RFP document in its entirety, Bid Terms and Conditions, any Addenda, and the Bid of the Vendor all incorporated herein by reference.

The District accepts the bid of the Vendor for the items, estimated quantities and estimated costs as set forth in the bid of the Vendor, and the Vendor at its sole risk, cost and expense agrees to furnish, supply and deliver the said item or items as ordered and to perform all necessary labor, and to undertake and complete this Agreement in accordance with the standards of the industry and the terms of this Agreement and the other contract documents.

1. Term. The term of this Agreement shall commence on June 1, 2012 and shall continue through May 31, 2013 unless earlier terminated as provided herein. The District reserves the right to renew and extend the executed agreement for up to four (4) additional one (1) year periods upon mutual agreement between the District and the Vendor.

2. Extension of Credit and/or Faith. The Vendor shall not extend the credit and/or faith of the District to any person, firm, organization, association, or corporation.

3. Assignment. This Agreement and each of the rights, duties, and obligations hereunder, may not be assigned or transferred, in whole or in part, without the prior written approval of the District.

4. Entire Agreement; Modification; Waiver. This Agreement constitutes the entire agreement of the parties regarding the subject matter herein and supersedes all prior agreements, verbal or written, which pertain to the subject matter herein. This Agreement may be modified only by writing signed by all parties. The waiver of a breach of any provision of this Agreement shall not be construed as a waiver of any subsequent breach. No waiver shall be valid unless it is in writing and signed by the party giving the waiver.

5. Governing Law. This Agreement shall be construed and governed by the laws of the State of Colorado. In the event of litigation, jurisdiction and venue shall be in the County or District Court, County of Jefferson, Colorado.
6. **Indemnification:** The vendor agrees to indemnify and hold the District harmless from claims, suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties, caused in whole or in part by or from the acts of the vendor, its servants or agents. To this extent, the vendor agrees to furnish adequate Public Liability and Property Damage Insurance, the amount of which will be determined by the District whenever such insurance, in the opinion of the District, is deemed necessary.

7. **Severability.** If any provision of this Agreement is determined to be invalid or illegal, such provision shall be deemed automatically amended to conform to the law or if such amendment is not possible, such provision shall have no effect. In either event, the other provisions of this Agreement shall remain applicable to the parties and be given full effect.

8. **Appropriations.** Any and all obligations of the District under this Agreement are subject to annual budgeting and appropriation by the District.

9. **Termination.** Either party may terminate this Agreement in the event the other party is in default of any of its obligations hereunder; provided, however, that the non-defaulting party has given the defaulting party written notice specifying the nature of the default, and the defaulting party shall fail to cure the default within thirty (30) days of such notice. The District, by written notice, may terminate this contract, in whole or in part, when it is in the District’s interest. If this contract is terminated, the District shall be liable only for payment of this contract for services rendered or goods provided before the effective date of termination.

10. **Independent Contractor.** The Vendor is an independent contractor, and nothing herein contained shall constitute or designate the Vendor or any of its employees or agents as agents or employees of the District.

11. **Insurance.** The vendor will be required to indemnify and hold the District harmless from suits or actions of any kind, including workers’ compensation claims, brought against it for or on account of any damages or injuries received or sustained by any parties, by or from the acts of the Vendor or his agents. The Vendor will furnish copies of insurance certificates with the District included as additional insured on policies for comprehensive general liability with limits of not less than $2,000,000 ($2,000,000 aggregate must be maintained), combined single limit bodily injury and property damage and auto liability combined single limit $2,000,000, $2,000,000 aggregate must be maintained. The District must be notified by certified mail at least thirty (30) days prior to cancellation of any insurance policy. The Vendor will furnish copies of insurance certificates for statutory workers’ compensation and employers’ liability with limits of not less than $1,000,000.

12. **Illegal Aliens.** Pursuant to Colo. Rev. Stat. § 8-17.5-101 et. seq., the District cannot enter into or renew a public contract for services with a vendor/contractor who knowingly employs or contracts with an illegal alien to perform work under the contract or who knowingly contracts with a subcontractor who knowingly employs or contracts with an illegal alien to perform work under the contract.

In accordance with the mandatory provisions of Colo. Rev. Stat. § 8-17.5-101 et. seq., Vendor/Contractor certifies that it has not knowingly employed or contracted with an illegal alien to perform work under this Agreement, and that the Vendor/Contractor will participate in the E-Verify Program or the Department Program [as defined in Colo. Rev. Stat. § 8-17.5-101(3.3)] in order to confirm the employment eligibility of all employees who are newly hired to perform work under this Agreement. Vendor/Contractor further certifies that it will not enter into a contract with a subcontractor who fails to certify to Vendor/Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.
Vendor/Contractor has confirmed the employment eligibility of all employees who are newly hired to perform work under this Agreement through participation in either the E-Verify Program or the Department Program. Vendor/Contractor shall not use the E-Verify Program or the Department Program to undertake pre-employment screening of job applicants while the Agreement is being performed.

If Vendor/Contractor obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, Vendor/Contractor shall:

a. Notify the subcontractor and the District within three days that Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

b. Terminate the subcontract if within three days of receiving actual notice the subcontractor does not stop employing or contracting with the illegal alien, except that Vendor/Contractor shall not terminate the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Vendor/Contractor shall comply with any reasonable request by the Department of Labor and Employment (hereinafter referred to as the “Department”) made in the course of an investigation that the Department is undertaking pursuant to C.R.S. § 8-17.5-102(5).

If Vendor/Contractor violates the provisions of this paragraph, the District may terminate the contract for breach and Vendor/Contractor shall be liable for actual and consequential damages.

If Vendor/Contractor is a natural person eighteen years of age or older, Vendor/Contractor hereby swears or affirms under penalty of perjury that the Vendor/Contractor (i) is a citizen of the United states or otherwise lawfully present in the United States pursuant to federal law, (ii) shall comply with the provisions of CRS 24-76.5-101 et seq, and (iii) shall produce one of the forms of identification required by CRS 24-76.5-103 prior to the effective date of this Agreement.

13. **Criminal Record Verification.** Vendor will be required to complete Criminal record check on any person providing services under the contract, employees, subcontractors or other agents of Vendor who work on district property for this contract. Employees, subcontractors or other agents of Vendor who have been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for a felony, or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, will not be allowed to work on District property for this contract. Vendor will be responsible to adhere to any Federal, State, and Local privacy and confidentiality requirements.

14. **School District Policies.** Vendor acknowledges that in the course of the project confidential student data may be disclosed to Vendor. Vendor therefore further agrees that it will comply with the requirements in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and 34 CFR Part 99, concerning the confidentiality and release of student records and data, as reflected in District Policy JRA/JRC; and with the provisions of 20 U.S.C. § 1232h, as reflected in District Policy JLDAC, concerning the need to obtain written consent of the parent prior to subjecting a student to a certain manner of survey, analysis, or evaluation, and concerning the provision of psychological services. Vendor acknowledges that under applicable law, regulation and policy, officers, employees, and agents who access student records and data may use such data only for the purposes for which the project has been made available; that Vendor is prohibited from redisclosing such records or data to third parties and will use reasonable methods to ensure to the greatest extent practicable that such records and data are protected from further disclosure; and that Vendor will destroy any such records or data when this Agreement is terminated or when the records and data are no longer needed for the services provided.
IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

JEFFERSON COUNTY PUBLIC SCHOOLS

By: xxxxxxxxxxxxxxx    By: xxxxxxxxxxxxxxx
Signature                                Signature

EXHIBIT A
SUPPLEMENTAL PROVISIONS

Jefferson County School District No. R-1 (Jeffco) has received federal grant funding for all or part of this purchase under a federal grant. The grant agreement requires that certain federal grant provisions be made a part of any subsequent agreement issued by Jeffco related to the performance or deliverables under the grant agreement. The provisions below are incorporated into and a part of the attached agreement. They may be changed at the District’s discretion at the request of an involved federal agency as approved by the Office of Federal Procurement Policy.

1. Equal Employment Opportunity

2. Copeland ˝Anti-Kickback˝ Act (18 U.S.C. 874 and 40 U.S.C. 276c)-All contracts and subgrants in excess of $2,000 for construction or repair awarded by recipients and subrecipients must include a provision for compliance with the Copeland ˝Anti-Kickback˝ Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR Part 3--Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

3. Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)—When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than $2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR Part 5--Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.
4. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 327-333) - Where applicable, all contracts awarded by recipients in excess of $2,000 for construction contracts and in excess of $2500 for other contracts that involve the employment of mechanics or laborers must include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR Part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

5. **Rights to Inventions Made Under a Contract or Agreement** - Contracts or agreements for the performance of experimental, developmental, or research work must provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR Part 401 -- Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Grants, Contracts and Cooperative Agreements, and any implementing regulations issued by the awarding agency.

6. **Clean Air Act** (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended—Contracts and subgrants of amounts in excess of $100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).

7. **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352) - Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. The disclosures are forwarded from tier to tier up to the recipient.

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10. **Retention of Records** – All required records shall be retained for three years after grantees or subgrantees make final payments and all other pending matters are closed.

11. **Energy Efficiency** – the Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L 94-163, 89 Stat. 871).

12. **Termination** – The Contracting Officer, by written notice, may terminate this contract at any time, in whole or in part, when it is in the Government’s interest. The District may terminate this agreement, in whole or in part, for its own convenience. If this contract is terminated for any reason, the Government shall be liable only for payment under this contract for services rendered or goods provided before the effective date of termination.

13. If applicable, all materials peculiar to the Work of Contractor under this Contract is the property of the District, for its exclusive use and re-use without further compensation and without restriction. Upon completion of the Work, or at such other time as the District requires, Contractor shall deliver to the District a complete, reproducible set of all such materials. For copyright ownership under the Federal Copyright Act, Contractor conveys to District and waives all rights, title and interest to all such materials in written, electronic or other form, prepared under this Agreement. District shall have worldwide reprint and reproduction rights in all forms and in all media, free of any claims by the Contractor.
## Translation (written) Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal business hours</td>
<td>$ ______________ per word</td>
</tr>
<tr>
<td>E-mail communications</td>
<td>$ ______________ per word</td>
</tr>
<tr>
<td>Rush Translation (less than 24 hours)</td>
<td>$ ______________ per word/flat rate</td>
</tr>
</tbody>
</table>

## Interpreter (verbal) Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Site – Normal business hours</td>
<td>$ ______________ per hour</td>
</tr>
<tr>
<td>On-Site – After hours &amp; holidays</td>
<td>$ ______________ per hour</td>
</tr>
<tr>
<td>Phone call – Normal business hours</td>
<td>$ ______________ per hour</td>
</tr>
<tr>
<td>Phone call – After hours</td>
<td>$ ______________ per hour</td>
</tr>
<tr>
<td>Meeting Cancellation/No Show</td>
<td>$ ______________ Flat rate</td>
</tr>
<tr>
<td>Travel Fee</td>
<td>$ ______________ Flat rate</td>
</tr>
<tr>
<td>Indicate the minimum billable time</td>
<td>______________ minutes</td>
</tr>
<tr>
<td>In what minute increments does your firm bill in?</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

### Interpreter Service (verbal) (Legal or Medical)

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Site – Normal business hours</td>
<td>$ ______________ per hour</td>
</tr>
<tr>
<td>On-Site – After hours &amp; holidays</td>
<td>$ ______________ per hour</td>
</tr>
<tr>
<td>Phone call – Normal business hours</td>
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</tr>
<tr>
<td>Phone call – After hours</td>
<td>$ ______________ per hour</td>
</tr>
<tr>
<td>Meeting Cancellation/No Show</td>
<td>$ ______________ Flat rate</td>
</tr>
<tr>
<td>Travel Fee</td>
<td>$ ______________ Flat rate</td>
</tr>
<tr>
<td>Indicate the minimum billable time</td>
<td>______________ minutes</td>
</tr>
<tr>
<td>In what minute increments does your firm bill in?</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

## Sign Language Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Site – Normal business hours</td>
<td>$ ______________ per hour</td>
</tr>
<tr>
<td>On-Site – After hours &amp; holidays</td>
<td>$ ______________ per hour</td>
</tr>
<tr>
<td>Phone call – Normal business hours</td>
<td>$ ______________ per hour</td>
</tr>
<tr>
<td>Phone call – After hours</td>
<td>$ ______________ per hour</td>
</tr>
</tbody>
</table>
Meeting Cancellation/No Show $ __________________ Flat rate
Travel Fee $ __________________ Flat rate
Indicate the minimum billable time ________________minutes
In what minute increments does your firm bill in? ____________________________________________

**Miscellaneous**

What is considered emergency or short notification?
_____________________________________________________________________________________
_____________________________________________________________________________________

Indicate any additional fees for emergency or short notification:
_____________________________________________________________________________________
_____________________________________________________________________________________
Sample Interpreting Invoice

Bill to:
Jefferson County School District R-1
1829 Denver West Drive Bldg #27
Golden CO 80401

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/09</td>
<td>Type of Service: Parent Teacher Conference</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Travel Fess</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Job # ABC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interpreter: Mary Smith</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Time Started: 1:00 p.m. - Time Finished</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Language: German</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Location: Sample High School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5987 W Dorado Place, Arvada CO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Requested by: Sandy Jones</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sample Translation Invoice

Bill to:
Jefferson County School District R-1
1829 Denver West Drive Bldg #27
Golden CO 80401

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/09</td>
<td>Type of Service: Translation and proofreading</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Language: Spanish</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of total words</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submitted by: Sandy Jones</td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>

TOTAL